

CONFIDENTIAL
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Office of Training

SCHEDULE
OF
COURSES

JANUARY - JUNE 1974

Tentative July - December 1974

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The following courses are no longer being offered by the Office of Training and are not listed in this Schedule:

Clerical Refresher - Shorthand Dictation
Clerical Refresher - Typing Techniques
Intelligence Briefing
File Procedures Seminar
Forms Management Seminar
Records Disposal Seminar
Counterintelligence Operations
Geography of China
Introduction to Map Reading & Imagery Analysis
Performance Appraisal Workshop*
Planning & Control of Work
USSR Country Survey *

25X1A [REDACTED]
Politics Workshop
Microfilm Information Systems
Reading Improvement

*With the exception of those conducted at the request of an individual component.

The following courses have been renamed and appear under the new titles:

<u>Former Title</u>	<u>New Title</u>
Scientific & Technical Operations	Scientific & Technical Collection for DO Officers
Clandestine Services Records I	Operational Records I
Clandestine Services Records II	Operational Records II
Clandestine Services Records III	Operational Records III
Information Science for Management	Information Science Orientation for Managers
Special Clandestine Operations Orientation for DDS&T	DDO Operations Orientation for DDS&T
Support Services Review: Trends and Highlights	Management & Services Review: Trends and Highlights
Application of Information Science to Intelligence Functions	Information Science for Intelligence Functions
Survey of Intelligence Information Systems	Survey of Intelligence Information Handling Systems
25X1A [REDACTED] Defensive Driving	* Countering Terrorist Tactics
Leadership Conference	Executive Conference

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OFFICE OF TRAINING

SCHEDULE OF COURSES

	1974 Jan - Jun	1974 Jul - Dec
Administrative Procedures 4 days - full-time	7 - 10 Jan 18 - 21 Mar 15 - 18 Apr 3 - 6 Jun	9 - 12 Sep 21 - 24 Oct 2 - 5 Dec
Advanced Intelligence Seminar 3 weeks - full-time	9 - 29 Jan 5 - 25 Jun	26 Aug - 13 Sep
Advanced Management 3 weeks - full-time	4 - 22 Feb 3 - 21 Jun	9 - 29 Sep
Advanced Operations 8 weeks - full-time	7 Jan - 1 Mar 1 Apr - 24 May	23 Sep - 15 Nov
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Anti-Narcotics Operations Course 1 week - full-time	13 - 17 May	21 - 25 Oct
Basic Operations 16 weeks - full-time	18 Feb - 7 Jun	23 Sep - 17 Jan 75
Chiefs of Station Seminar 2 weeks - part-time	4 - 15 Feb 1 - 12 Apr 3 - 14 Jun	
China Familiarization 1 week - full-time	4 - 8 Feb 6 - 10 May	30 Sep - 4 Oct 11 - 15 Nov
25X1A [REDACTED] 1 week - full-time	25 Feb - 1 Mar 20 - 24 May	To be announced
CIA - Today & Tomorrow 3 days - full-time	15 - 17 Jan 23 - 25 Apr 25 - 27 Jun	1 - 3 Oct 10 - 12 Dec

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	1974 Jan - Jun	1974 Jul - Dec
Countering Terrorist Tactics Course 1 week - full time	7 - 11 Jan 11 - 15 Feb 11 - 15 Mar 15 - 19 Apr 20 - 24 May 17 - 21 Jun	15 - 19 Jul 19 - 23 Aug 16 - 20 Sep 21 - 25 Oct 18 - 22 Nov 9 - 13 Dec
Counterintelligence Survey 1 week - full-time	To be announced	
DDO Operations Orientation for DDS&T 1 week - full-time	29 Apr - 3 May	16 - 20 Sep
Effective Briefing 10 weeks - part-time (Friday morning)	4 Jan - 8 Mar 15 Mar - 17 May	6 Sep - 8 Nov
Effective Writing 4 weeks - part-time	7 - 30 Jan 4 - 15 Mar* 29 Apr - 22 May	9 Sep - 2 Oct 15 Oct - 7 Nov 18 Nov - 11 Dec
Executive Conference 5 days - full-time		9 - 13 Dec
Field Administration 3 weeks - full-time	14 Jan - 1 Feb 25 Feb - 15 Mar 22 Apr - 10 May 10 - 28 Jun	12 - 30 Aug 4 - 22 Nov
Fundamentals of Budgeting 4 days - full-time Plus one day the following week	14 - 17 Jan 11 - 14 Feb 18 - 21 Mar 15 - 18 Apr 13 - 16 May 17 - 20 Jun	9 - 13 Sep 7 - 11 Oct 4 - 8 Nov 9 - 13 Dec
Fundamentals of Supervision and Management 1 week - full-time	25 - 29 Mar 15 - 19 Apr 13 - 17 May	30 Sep - 4 Oct 21 - 25 Oct 2 - 6 Dec
Information Reporting, Reports, and Requirements 3 weeks - full-time	14 Jan - 1 Feb 18 Mar - 5 Apr 6 - 24 May	16 Sep - 4 Oct 4 - 22 Nov

*Compressed into 2 weeks

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	1974 Jan - Jun	1974 Jul - Dec
Information Reports	25 Feb - 1 Mar	26 - 30 Aug
Familiarization	22 - 26 Apr	21 - 25 Oct
1 week - full-time	10 - 14 Jun	9 - 13 Dec
Information Science for Intelligence Functions	19 Feb - 15 Mar	To be announced
4 weeks - full-time		
Information Science Orientation for Managers	6 - 10 May	To be announced
1 week - full-time		
Instructor Training Workshop	Given on request	
Intelligence in World Affairs	7 - 25 Jan	8 - 26 Jul
3 weeks - full-time	1 - 19 Apr	9 - 27 Sep
	20 May - 7 Jun	21 Oct - 8 Nov
		2 - 20 Dec
Intelligence Production	25 Feb - 19 Apr	16 Sep - 1 Nov
8 weeks - full-time		
Intelligence Research Techniques	Given on request	
4 weeks - part-time		
Intelligence Writing Workshop	8 Jan - 7 Feb	2 - 6 Jul
4 weeks - part-time	5 - 28 Mar	8 - 31 Oct
(Tu - Th a.m.)	30 Apr - 23 May	
Language Courses	See page 7	
Latin American Area Seminar	29 Jan - 16 Apr	
12 weeks - part-time		
(usually Tues p.m.)		
Management and Services Review:	21 - 25 Jan	9 - 13 Sep
Trends & Highlights	25 - 29 Mar	21 - 25 Oct
1 week - full-time	20 - 24 May	9 - 13 Dec
Managerial Grid	17 - 22 Mar	22 - 27 Sep
1 week - full-time	7 - 12 Apr	20 - 25 Oct
	19 - 24 May	17 - 22 Nov

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	1974 Jan - Jun	1974 Jul - Dec
Midcareer Course 5 weeks - full-time	27 Jan - 1 Mar 17 Mar - 19 Apr 5 May - 7 Jun	25 Aug - 27 Sep 6 Oct - 8 Nov 17 Nov - 20 Dec
Office Management 4 days - full-time	22 - 25 Jan 26 - 29 Mar 21 - 24 May	24 - 27 Sep 19 - 22 Nov
Operational Indoctrination for OTS 2 weeks - full-time	8 - 19 Apr	30 Sep - 11 Oct
Operational Records I 2 days - full-time	10 - 11 Jan 14 - 15 Feb 28 - 29 Mar 2 - 3 May	5 - 6 Sep 10 - 11 Oct 5 - 6 Dec
Operational Records II 1 week - part-time	14 - 18 Jan 19 - 22 Feb 1 - 5 Apr 6 - 10 May	9 - 13 Sep 14 - 18 Oct 9 - 13 Dec
Operational Records III 1 day - full-time	25 Feb 10 Jun	16 Sep 16 Dec
Operations Support 3 weeks - full-time	28 Jan - 15 Feb 1 - 19 Apr 28 May - 14 Jun	15 Sep - 4 Oct 4 - 22 Nov
Orientation for Overseas 3 days - full-time	5 - 7 Feb 5 - 7 Mar 7 - 9 May 4 - 6 Jun	16 - 18 Jul 17 - 19 Sep 29 - 31 Oct 10 - 12 Dec
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Project Officer in the Contract Cycle 1 week - full-time	11 - 15 Feb	15 - 19 Jul 7 - 11 Oct 18 - 22 Nov

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25X1A

	1974 Jan - Jun	1974 Jul - Dec
 1 day - full-time	9 Jan 23 Jan 6 Feb 20 Feb 6 Mar 20 Mar 3 Apr 17 Apr 1 May 15 May 29 May 12 Jun 26 Jun	
Scientific & Technical Collection for DO Officers 2 weeks - full-time	3 - 14 Jun	
Senior Seminar 2 months (approx.) - full-time	10 Mar - 10 May	22 Sep - 27 Nov
Soviet Bloc Operations (DO/SB) 8 days - full-time	21 - 31 Jan 27 Mar - 5 Apr 22 Apr - 1 May 17 - 26 Jun	12 - 21 Aug 25 Nov - 4 Dec
Survey of Intelligence Information Handling Systems 3 weeks - full-time	14 Jan - 1 Feb 28 May - 14 Jun	To be announced
Vietnam Operations (DO/EA) 2 weeks - full-time	21 - 31 Jan 19 Feb - 1 Mar 18 - 28 Mar 15 - 25 Apr 20 - 31 May 17 - 28 Jun	22 Jul - 1 Aug 19 - 29 Aug 23 Sep - 3 Oct 22 Oct - 1 Nov 18 - 29 Nov 16 - 20 Dec
Vietnam Orientation (DO/EA) 2 weeks - full-time	7 - 18 Jan 4 - 15 Feb 4 - 15 Mar 1 - 12 Apr 6 - 17 May 3 - 14 Jun	8 - 19 Jul 5 - 16 Aug 9 - 20 Sep 8 - 18 Oct 4 - 15 Nov 2 - 13 Dec

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	1974 Jan - Jun	1974 Jul - Dec
Vietnam Wives Orientation	15 Jan	16 Jul
2nd Tuesday of Vietnam	12 Feb	13 Aug
Orientation (DO/EA)	12 Mar	17 Sep
	9 Apr	15 Oct
	14 May	12 Nov
	11 Jun	10 Dec

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LANGUAGE TRAINING COURSES*
(3 students minimum)

Beginning Dates 1974

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Chinese 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Chinese 11C	RSU	FT	44 weeks	7	-	-	-	8	-	-
Chinese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED						
Chinese 71C	R	FT	26 weeks	TO BE NEGOTIATED						
Chinese 81H	R	PT	38 weeks	-	-	-	-	-	16	-
Chinese 82H	R	PT	38 weeks	-	-	-	-	-	16	-
Chinese 83H	R	PT	38 weeks	-	-	-	-	-	16	-
French 11C	RSU	FT	24 weeks	7	-	4	6	8	9	4
French 19C	RSU	FT	12 weeks	7	-	4	6	8	9	4
French 21C	RSU	PT	400 hours	7	-	4	6	8	9	4
French 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-
French 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-
French 81C	R	PT	240 hours	7	-	-	-	8	-	-
French 81H	R	PT	38 weeks	-	-	-	-	-	16	-

*For course descriptions see OTR Catalog

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Beginning Dates 1974

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
French 82H	R	PT	38 weeks	-	-	-	-	-	16	-
French 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
French 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
German 11C	RSU	FT	24 weeks	7	-	4	6	8	9	4
German 21C	RSU	PT	500 hours	7	-	4	6	8	9	4
German 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-
German 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-
German 81C	R	PT	300 hours	TO BE NEGOTIATED						
German 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
German 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
Greek 11C	RSU	FT	36 weeks	7	-	-	6	-	9	-
Greek 21C	RSU	PT	800 hours	TO BE NEGOTIATED						
Greek 81C	R	PT	500 hours	TO BE NEGOTIATED						
Indonesian 11C	RSU	FT	24 weeks	-	-	-	6	-	-	4
Indonesian 81C	R	PT	200 hours	TO BE NEGOTIATED						

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				Beginning Dates 1974						9
Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Italian 11C	RSU	FT	24 weeks	7	-	-	6	-	9	-
Italian 19C	RSU	FT	12 weeks	TO BE NEGOTIATED						
Italian 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Italian 81C	R	PT	240 hours	TO BE NEGOTIATED						
Japanese 11C	RSU	FT	44 weeks	-	-	-	-	-	9	-
Japanese 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Japanese 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Lao 11C	RSU	FT	32 weeks	7	-	-	6	-	9	-
Persian 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Persian 11C	RSU	FT	36 weeks	7	-	-	-	-	9	-
Persian 31C	SU	FT	24 weeks	TO BE NEGOTIATED						
Persian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Polish 11C	RSU	FT	42 weeks	7	-	-	6	-	9	-
Polish 21C	RSU	PT	900 hours	TO BE NEGOTIATED						
Polish 81C	R	PT	500 hours	TO BE NEGOTIATED						

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Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Portuguese 11C	RSU	FT	24 weeks	7	-	-	6	-	9	-
Portuguese 19C	RSU	FT	12 weeks	7	-	-	6	-	9	-
Romanian 11C	RSU	FT	24 weeks	TO BE NEGOTIATED						
Romanian 21C	RSU	PT	500 hours	TO BE NEGOTIATED						
Romanian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Russian 01H	FAM	PT	20 hours	-	11	-	6	-	16	-
Russian 11C	RSU	FT	42 weeks	7	-	-	6	-	9	-
Russian 21C	RSU	PT	900 hours	7	-	-	6	-	9	-
Russian 23H	RSU	PT	38 weeks	-	-	-	-	-	16	-
Russian 81C	R	PT	500 hours	TO BE NEGOTIATED						
Russian 81H	R	PT	38 weeks	-	11	-	-	-	16	-
Russian 82H	R	PT	38 weeks	-	-	-	-	-	16	-
Russian 85H	R	PT	110 hours	-	-	-	-	-	16	-
Russian 86H	R	PT	110 hours	-	-	-	-	-	16	-
Russian 88H	R	PT	110 hours	-	-	-	-	-	16	-
Russian 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-
Russian 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-

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				Beginning Dates 1974							1
Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov	
Spanish 11C	RSU	FT	24 weeks	7	-	4	6	8	9	4	
Spanish 19C	RSU	FT	12 weeks	7	-	4	6	8	9	4	
Spanish 21C	RSU	PT	400 hours	7	-	4	6	8	9	4	
Spanish 21H	RSU	PT	38 weeks	-	-	-	-	-	16	-	
Spanish 22H	RSU	PT	38 weeks	-	-	-	-	-	16	-	
Spanish 81C	R	PT	240 hours	7	-	-	-	8	-	-	
Spanish 81H	R	PT	38 weeks	-	-	-	-	-	16	-	
Spanish 82H	R	PT	38 weeks	-	-	-	-	-	16	-	
Spanish 91H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-	
Spanish 92H	RSU	PT	38 weeks-BAHLT	-	-	-	-	-	9	-	
Swedish 11C	RSU	FT	20 weeks	7	-	-	6	-	9	-	
Swedish 21C	RSU	PT	400 hours	TO BE NEGOTIATED							
Swedish 81C	R	PT	240 hours	TO BE NEGOTIATED							
Thai 01C	FAM	PT	30 hours	TO BE NEGOTIATED							
Thai 11C	RSU	FT	32 weeks	7	-	-	6	-	9	-	

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Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Turkish 11C	RSU	FT	36 weeks	-	-	4	-	-	9	-
Vietnamese 11C	RSU	FT	36 weeks	7	-	-	-	-	9	-
Vietnamese 19C	RSU	FT	6 weeks	TO BE NEGOTIATED						
Vietnamese 81C	R	FT	240 hours	TO BE NEGOTIATED						

RSU - Reading, Speaking and Understanding
SU - Speaking and Understanding
R - Reading Only
FAM - Familiarization
FT - Full-time
PT - Part-time
C - Chamber of Commerce
H - Headquarters

For course descriptions see OTR Catalog

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